



Title	Metal Sculpture Studio Manager
Department(s)	Education
Reports to	Director of Education & Programs
Part-time	Part-time, 32 hours per week, \$22-24/hour + benefits (<i>full-time option available contingent upon demonstrated skills and experience</i>)
Status	Non-Exempt

JOB SUMMARY

Pratt Fine Arts Center is seeking a highly motivated and energetic Metal Sculpture Studio Manager. Reporting to the Director of Programs, the Metal Sculpture Studio Manager will be responsible for the overall vision, direction, budget, and management of Pratt's metal programs, including an ongoing array of educational offerings as well as a studio access program for independent artists. The Metal Sculpture Studio Manager works closely with the other Studio Managers to build community and maintain positive relationships with partnering organizations and community members, as well as to form and drive the mission and vision of Pratt as it relates to the department and program excellence.

Pratt continues to adapt to public health guidelines and restrictions in order to ensure the safety of our community and help prevent the spread of COVID-19. For the foreseeable future, the Wood Studio Manager will be expected to work on-site for studio management tasks as needed and remotely for administrative tasks and meetings. Subject to change.

Pratt Fine Arts Center is an equal opportunity employer and is committed to diversity, equity, and inclusion. Preferred candidates will be able to demonstrate an understanding of systemic oppression and the ability to apply an anti-racist lens to all work at Pratt. Black, Indigenous & People of Color (BIPOC) are encouraged to apply.

RESPONSIBILITIES

The Metal Sculpture Studio Manager is responsible for creating educational experiences for a diverse group of people. The manager provides resources in the studios that meet the needs of individual practicing artists. The Metal Sculpture Studio Manager will work closely with the Director of Programs to refine and strengthen class offerings, studio access, and outreach initiatives. Primary responsibilities include:

- Develop and schedule an ongoing variety of classes and workshops to serve students of all backgrounds and skill levels, including options for online learning
- Administration of program content including writing class descriptions, securing images and instructor bios, proper entry into registration software systems, as well as effective communication and coordination with other departments
- Foster the growth and success of the studio access program within the Metal Sculpture Studios, including safety oversight, proficiency testing, policy enforcement, and general communications

- Build annual budget and maintain expense tracking with consideration of curriculum needs, budget capacity, and enrollment trends
- Manage scheduling and supplies for all classes as well as studio maintenance needs
- Recruit, train, supervise, and evaluate instructors and teaching assistants, Metal Sculpture Access Coordinator(s) and Pratt Points Volunteers
- Recruit and institute Master Artist class offerings
- Create, maintain, and communicate studio policies, procedures, and standards to support staff, instructors and teaching assistants, students, volunteers, and studio access users; Serve as the primary contact for Pratt policy and procedure compliance for Metal Sculpture Studios
- Ensure proper management of maintenance and inventory controls for the department facilities, tools, equipment, and studio supplies while meeting determined budgetary and revenue goals
- Regular inspection of sculpture studio equipment and facilities to identify and manage maintenance and repair needs; determine and execute maintenance repair priorities and schedules
- Maintain all records for metal sculpture studios, including: MSDS, equipment and chemical logs, curriculum-related documents
- Work closely with instructors, staff, and community to ensure a positive and engaging experience for the students and access users
- Participate in annual org-wide events such as Open House and the Annual Art Auction; work with other staff to plan and assist Pratt events and all studio-related special events
- Create and maintain community partnerships between Pratt and local communities, such as the NWBA, by serving as an ambassador for Pratt
- Participate in Pratt-wide Facilities Committee meetings, projects and activities
- Drive forklift and process deliveries of supplies for the Metal Sculpture Studios

MINIMUM QUALIFICATIONS

- Bachelor's degree in a related field or equivalent experience
- Prior experience in arts management, teaching, and/or administration for a nonprofit
- Competence in serving diverse populations
- Demonstrated commitment to diversity, equity, and inclusion
- Working knowledge of Fabrication, Blacksmithing, and Foundry studios
- Broad knowledge of metal sculpture-related topics, trends, processes, and skills
- Strong oral/written communication and project management skills
- Experience with purchasing, maintaining/repairing related equipment, and cost estimation
- Detail-oriented with management and leadership skills
- Strong organizational skills and the ability to work as part of a team and build professional relationships in the community
- Database experience and working knowledge of MS office
- Comfortable working in a busy office setting as well as the loud, often dirty atmosphere of the studios
- Valid Driver's License
- Ability to pass forklift certification (or have existing certification)
- Ability to safely lift 50 pounds

DESIRED QUALITIES

- Ability to build strong relationships with diverse community partners
- 3+ years of experience in arts programming and/or production
- Familiarity with the Central Area, local arts organizations, or related institutions
- Experience with delivery of online and/or recorded content
- Passion for innovative metal sculpture-related education program building for multi-generational audiences
- Competence in serving diverse populations
- Natural inclination toward cooperation, collaboration, and partnership
- Ability to be effective independently and as a member of a team
- High tolerance for ambiguity; willingness to navigate a complex work environment and build efficient systems and procedures
- Practicing artist with connection to local community
- Positive, can-do attitude and a sense of humor
- Ability to manage frequent interruptions and switch tasks quickly and effectively between studio management and customer service
- Knowledge of forklift operation or forklift certification
- General maintenance skills, i.e. mechanical, electrical, plumbing, and media specific skill areas preferred

COMPENSATION

\$22-24/hour + 80% employer-paid medical and dental (if full-time, 100% employer-paid medical and dental). Long-term disability provided. Employee-paid short-term disability and retirement programs are provided, but optional. Also includes generous in-kind benefits in the form of class registrations and studio access. *Salary and schedule are negotiable contingent upon demonstrated skills and experience.*

APPLICATION REQUIREMENTS

Please send cover letter outlining your interest and qualifications, and your commitment to diversity, equity and inclusion, as well as a resume and three references to Natalia Torres, Director of Education & Programs, at ntorres@pratt.org. No calls or drop-ins, please.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

APPLICATION DEADLINE

November 11, 2022

Pratt Fine Arts Center is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, political affiliation or veteran status in employment, membership or educational programs and activities. Furthermore, Pratt Fine Arts Center is committed to retaining to a racially diverse team. Black, Indigenous, & People of Color (BIPOC) are encouraged to apply.